

SECRET

18 December 1958

MEMORANDUM FOR: Personnel Officer, DPS/DCI

SUBJECT : Time and Attendance Report -
[REDACTED]

25X1A

1. In a recent review of subject's pay account in Fiscal Division and Finance Division, it was discovered that for the period 29 June 58 through 12 July 58, salary, twenty-five hours of night differential, eight hours of overtime and eight hours of holiday pay had been certified by [REDACTED] for payment by Fiscal Division Payroll and by Finance Division Payroll. (See attached copy of Time and Attendance Report to Finance Division.)

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2. Such certifications resulted in duplicate payment to [REDACTED] for this period of service.

3. In future situations where a transfer of payrolls is involved, and an erroneous certification has been made to the releasing payroll unit, it is requested that a memorandum cancelling the erroneous certification, be forwarded to the payroll unit as soon as the error is discovered.

[REDACTED]
Chief, Finance Division

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Distribution:

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